



JOB DESCRIPTION

Position Title: **Program Manager**

Working Area: **Road Operations**

Class Code: 4919

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Administrative and technical work assisting the Roads Operations Division in planning, scheduling, directing and implementing all construction and maintenance work performed on the County Road System.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Reviews approved timetables for objectives and projects and is responsible for the monitoring and scheduling of work projects, ordering of supplies, and equipment through established procedures, to assure work is completed in accordance with established schedules.

Provides technical guidance and inspects various aspects of road construction and maintenance work to assure conformity with established quality standards and specifications.

Assigns specific duties to personnel such as research, writing technical reports, informative reports, or operational analysis reports. Reviews reports, papers, and other records prepared by personnel for clarity, completeness, accuracy, and compliance with agency policies. Routes approved reports and records to supervisor for appropriate action.

Manages and coordinates roadway, right-of-way, and drainage contractors to insure compliance with applicable performance standards. Reviews contract payment requests for compliance with the terms of the various contract agreements. Sets an example as a good leader and adheres to the Public Works Departments' and County's' core values.

Coordinates with the Engineering Division on matters relating to right-of-way utilization permits, plans, specifications, testing, utilities, etc., on new construction or maintenance projects. Evaluates work to insure progress according to plan and confers with Division Manager to resolve any problems that may become apparent.

Responsibilities include interviewing, hiring, and training assigned staff. Duties also include planning and assigning work projects and coordinating staff assignments. Recommends to the Division Manager for final approval by the Department Director, hiring, termination, performance evaluation, disciplinary or commendatory action for assigned personnel.

Assists in the preparation of the division budget and assures that the division operates within the parameters of the adopted budget. Prepares and maintains reports relating to cost figures on all projects.

Performs other duties as assigned or as may be necessary.



JOB DESCRIPTION

Position Title: **Program Manager**

Page 2

Working Area: **Road Operations**

Minimum Qualifications

Considerable knowledge of effective operating procedures used in road maintenance, right-of-way and drainage system maintenance. Knowledge of road maintenance, construction and repair. Knowledge of supervisory and administrative practices. Knowledge of traffic and highway safety rules and regulations and effective precautionary measures to avoid accidents. Knowledge of standard specifications, roadway and traffic design standards, and Manual of Uniform Traffic Control Devices (MUTCD). Knowledge of survey techniques used in road construction.

Ability to read, analyze, and interpret plans, specifications, professional journals, technical reports, or government regulations. Ability to communicate effectively both orally and in writing with superiors, subordinates, and the general public. Ability to make presentations and present information in a clear and concise manner. Ability to respond to questions from groups of managers, clients, customers, elected officials and the general public. Ability to calculate figures and amounts such as discount interest commissions, proportions, percentages, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to define problems and collect data, establish facts, and draw valid conclusions. Ability to interpret and understand an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and variables at the same time. Ability to use a personal computer and software related to spread sheets, word processing, presentations, and photographic software.

Bachelor's Degree in Civil Engineering and one (1) year of civil engineering or technical experience. Must possess three (3) years' experience in a responsible supervisory position in road construction or maintenance operations. Preference will be given to applicants with experience in roadway construction and maintenance, drainage, contract administration, program development and supervision of a work force.

Must possess or obtain within six (6) months of employment certification in "Work Zone Safety" from IMSA or ATSSA as required by work assignments and as directed by the Division Manager.

Must possess and maintain a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position includes both work performed in an office setting and work performed in a field setting. Typical work assignments would include duties that require the incumbent to frequently sit in a chair, standing for prolonged periods of time and walking through construction zones. The incumbent may be required to perform the following physical activities on occasion; climb ladders, stoop, kneel, crouch, crawl, or reach for objects. Incumbents in this classification are occasionally exposed to outside weather conditions and inclement weather. Incumbents in this position are occasionally exposed to moving mechanical parts and high noise levels in the work place.

